

**UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF PENNSYLVANIA
ANNOUNCES TRAINING CLASSES FOR ITS NEW
ELECTRONIC CASE FILES (ECF) SYSTEM**

In preparation for the implementation of the United States District Court for the Western District of Pennsylvania's new case management and electronic case file system, known as CM/ECF, the Court is now offering FREE hands-on computer training with the system.

CM/ECF will be implemented in this district on *July 1, 2005*. Registered attorneys will be able to file documents directly with the Court over the Internet and to review their case dockets and documents on-line.

ALL ATTORNEYS PRACTICING IN THE WESTERN DISTRICT OF PENNSYLVANIA DISTRICT COURT ARE REQUIRED TO COMPLETE A USER LOGIN REQUEST FORM. THE FORM WILL BE AVAILABLE ON THE COURT'S WEBSITE BY TUESDAY, APRIL 19, 2005. LOGINS WILL ONLY BE ISSUED TO ATTORNEYS, WHO CERTIFY ONE OF THE FOLLOWING OPTIONS: 1) THAT THE COMPUTER BASED TRAINING (CBT's) CLASSES WERE SUCCESSFULLY COMPLETED; 2) THAT THEY CURRENTLY ELECTRONICALLY FILE IN ANOTHER DISTRICT OR BANKRUPTCY COURT, OR 3) THEY COMPLETE A HANDS-ON TRAINING CLASS PROVIDED BY THE COURT.

IF SCHEDULING FOR HANDS-ON TRAINING, PLEASE NOTE THAT ONLY ATTORNEYS WILL BE ISSUED LOGINS AND MUST ATTEND THE CLASS FOR CLE CREDIT. PARALEGALS AND SECRETARIES MAY ALSO ATTEND HANDS-ON TRAINING. HOWEVER, THIS DOES NOT SUBSTITUTE FOR ATTORNEY ATTENDANCE. IF AN ATTORNEY DOES NOT WANT TO ATTEND HANDS-ON TRAINING, THE ONLY WAY A LOGIN WILL BE ISSUED IF ANOTHER OPTION AS DESCRIBED ABOVE IS SELECTED ON THE USER LOGIN REQUEST FORM.

Training sessions will include an introduction to CM/ECF; discussion on conversion of documents from word processing to PDF format (required for transmission of data via CM/ECF); exercises designed to introduce various functions of CM/ECF; explanation of other training aids available to users (e.g., online tutorial, help line, ECF User Manual) and completion of a course evaluation. Instruction will occur in a computer lab, where all participants will have their own workstation and complete their own exercises during the course of instruction. This course has been approved for two and one-half (2 ½) CLE substantive credits through the Pennsylvania CLE Board. Visit the court's website at www.pawd.uscourts.gov for dates, times and places of the upcoming training sessions. The website will also direct you on how to enroll in the classes. All attorneys who practice in the Western District of Pennsylvania will be required to use CM/ECF on July 1, 2005.

* Training classes are co-sponsored by:

Allegheny County Law Library Computer Lab
Federal Bar Association - Western Pennsylvania Chapter
Our Mother of Sorrows School
The Western Pennsylvania High Tech Crime Training Center

